

How to create a pivot table:  
 Select **Insert**  
 Select **PivotTable**

Excel Function	Description
SUM	Calculates the sum of a group of values
AVERAGE	Calculates the mean of a group of values
COUNT	Counts the number of cells in a range that contains numbers
INT	Removes the decimal portion of a number, leaving just the integer portion
ROUND	Rounds a number to a specified number of decimal places or digit positions
IF	Tests for a true or false condition and then returns one value or another
NOW	Returns the system date and time
TODAY	Returns the system date, without the time
SUMIF	Calculates a sum from a group of values, but just of values that are included because a condition is met
COUNTIF	Counts the number of cells in a range that match a criteria

	A	B	C
1	Symbol	Operator	Precedence
2	:	Range	1
3	<Space>	Intersection	2
4	,	Union	3
5	-	Negation	4
6	%	Percentage	5
7	^	Exponential Operator	6
8	*	Multiplication	7
9	/	Division	7
10	+	Addition	8
11	-	Subtraction	8
12	&	Concatenation	9
13	=	Equal to	10
14	>	Greater than	10
15	<	Less than	10
16	>=	Greater than Equal to	10
17	<=	Less than Equal to	10
18	<>	Not Equal to	10